

# Services Catalog

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MyWebMeetings.com



Dramatically shorten  
the amount of time it  
takes to be proficient  
in delivering  
attractive, effective  
virtual meetings.

Let us show you how you can create and deliver a presentation in a virtual meeting environment that people actually ENJOY.

Receive the support you need—whether you're a new or veteran user. We ensure you get the most out of our services by personalizing each experience and supporting you before, during and after the webinar.

Our skilled professional facilitators do hundreds of webinars a year and take a practical approach to show you the “behind the scenes” secrets to a successful production.



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# Training

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We have sifted through a sea of information and present only the topics relevant to your needs and get you up and running in hours, not weeks.



# LEAD WEBINAR PRESENTATIONS MORE EFFECTIVELY !



- ✓ Be up and running in hours, not weeks.
- ✓ Get superior results with personalized training.
- ✓ Support after the training to ensure your continued success.
- ✓ Improve your future web meetings by learning best practices and techniques



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## Learn How To Be A Great Webinar Presenter

TAKE YOUR WEBINARS FROM (blah..) TO WOW!



There are plenty of bad webinars out there – don't let yours be one of them!

In this two-session class, you will learn how to create and deliver an effective webinar that people actually enjoy! Learn the secrets to engage your virtual audience, and create effective presentations that will have your audience coming back for more!

Participants receive materials that include an extensive reference guide and tutorial videos. In addition, each participant receives hands on practice as well as individualized, constructive feedback

Presenter training is:

- Understanding the role of a Presenter versus a host or organizer.
- Compare how virtual presenting differs from traditional presenting skills.
- Discovering the user panels & functionality.
- Tips for creating compatible content.
- Applying collaboration & interaction to your presentation.
- How to create polling questions.
- Managing Q&A.
- How to share materials and demonstrate applications.
- Achieving optimum audio for your participants.

### Testimonials

“The best part of this training were the hands-on exercises and the interaction with the other participants!” - Carol Krau PhD. Director of Formation (retired)



# IMPROVE YOUR WEBINARS



Have more than ten people on your staff to train? Email us for more info.

TRAINING,  
FEATURED



MyWebMeetings.com

## Learn How To Be A Great Webinar Presenter

TAKE YOUR WEBINARS FROM (blah..) TO WOW!



### Pricing: \$249 per person

- Class size is limited to enhance participant experience. Save when you book 10 or more seats.
- Duration: two sessions, each lasting two hours with a homework assignment in-between.
- Participants receive an extensive reference guide. Each participant receives hands on practice, individualized, coaching feedback, and a recording of their session for review.
- Terms: You will be invoiced at booking, prior to the training session(s) with payment due upon receipt. Please schedule at least four weeks in advance. Any cancellation received less than 10 business days before the start date will be subject to a 50% non-refundable cancellation fee. This fee will be waived if another training session is scheduled at time of cancellation.

- "It was fun to work with and learn from you. I especially appreciated the ways you embraced and honored the dynamics of a humanistic pedagogy in and through a technological medium." – Dr. Charles R. Foster Author, Educator



# SUCCESSFUL HOSTING TECHNIQUES FOR ONLINE MEETINGS



Want to do this yourself?  
Need someone on staff to be the  
technical specialist?

Learn how to conduct exceptional  
webinar events every time!

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FEATURED



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## Learn How To Be a Great Webinar Host

SUCCESSFUL WEBINARS REQUIRE MORE THAN A  
GOOD PRESENTER...

### This whole thing is counting on you – are you ready?

A host is the person who will focus on the technical aspects of the webinar, allowing your presenter to concentrate on delivering the message. In this training, you will learn how to set up and manage an effective virtual event for all participants.

Note: each participant will need a host account on their webinar site to complete this training.

#### Course Content:

- The role and value of a Host
- Set up an event & registration options
- Critical communication before, during & after
- Recording and playback
- How to create polling questions and save results
- Moderating & assigning the Q&A
- Reporting
- Typical issues to address
- Creating breakout sessions
- Promoting or demoting participants
- Setting up preferences



# SUCCESSFUL HOSTING TECHNIQUES FOR ONLINE MEETINGS



- ✓ Be up and running in hours, not weeks.
- ✓ Get superior results with personalized training.
- ✓ We provide you expertise that will save you months of experimentation and provide better results!
- ✓ Support after the training to ensure your continued success.
- ✓ Improve your future web meetings by learning best practices and techniques



MyWebMeetings.com

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FEATURED

## Learn How To Be a Great Webinar Host

SUCCESSFUL WEBINARS REQUIRE MORE THAN A GOOD PRESENTER...



### Pricing: \$299 per person

- Duration: two sessions, each lasting two hours with a homework assignment in-between.
- Class size is limited to enhance participant experience. Save when you book 10 or more seats.
- Participants receive an extensive reference guide, hands on practice, individualized, coaching feedback unique to their situation, and a recording of their session for review.
- Prior attendance to presenter training is highly recommended. Improve your results and save when you bundle these trainings together!
- Terms: You will be invoiced at booking, prior to the training session(s) with payment due upon receipt. Please schedule at least four weeks in advance. Any cancellation received less than 10 business days before the start date will be subject to a 50% non-refundable cancellation fee. This fee will be waived if another training session is scheduled at time of cancellation.





# CAN YOU SEE ME NOW?



- ✓ Our expertise will save you months of experimentation and provide better results!
- ✓ Learn the tips of professional videographers.
- ✓ Support after the training to ensure your continued success.
- ✓ Improve your future web meetings by learning best practices and techniques

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## Video for the Webinar Environment

IF A PICTURE IS WORTH A THOUSAND WORDS,  
IMAGINE WHAT VIDEO WILL DO.



**Nothing drives your virtual presence like the utilization of video. If a picture is worth a thousand words.. imagine what video can do.**

In this training, you will learn the ins and outs of using video effectively in an online event.

Each participant will need a web cam connected to your computer. Participants receive an extensive overview of the technology, a reference guide, and tutorial videos. In addition, each participant completes a practical exercise and will receive individualized, constructive feedback. Each participant will display their work in front of an audience and sections of this material will be recorded and available for playback on demand – offering your staff the ability to refresh their learning whenever and wherever they wish.

### Course Content:

#### Live Camera Skills:

- Enabling Camera
- Choosing The Proper Camera
- Camera Placement and Framing
- Backdrop & Wardrobe Considerations
- Lighting Considerations
- Refresh Rate and Other Settings

#### Importing and Using Video – The Best Settings:

- From Your Hard Drive
- From The Internet
- Embedded Into Your Presentation



# VIDEO FOR ONLINE MEETINGS



Want to look your best?  
Want to use video in your webinars?

Learn the techniques for exceptional  
webinar events every time!

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## Video for the Webinar Environment

IF A PICTURE IS WORTH A THOUSAND WORDS,  
IMAGINE WHAT VIDEO WILL DO.



### Pricing: \$149 per person

- Duration: One, two hour session
- Class size is limited to enhance participant experience. Save when you book 10 or more seats.
- Participants receive an extensive reference guide, hands on practice, and individualized coaching unique to their situation.
- Terms: You will be invoiced at booking, prior to the training session(s) with payment due upon receipt. Please schedule at least four weeks in advance. Any cancellation received less than 10 business days before the start date will be subject to a 50% non-refundable cancellation fee. This fee will be waived if another training session is scheduled at time of cancellation.
- Recommended to have completed Effective Presentation Techniques within the last year.



# WELL, IT LOOKED RIGHT ON MY SCREEN...



- ✓ Create it right the first time!
- ✓ Save precious time – less troubleshooting, less fixing your presentations.
- ✓ Get superior results with personalized training.
- ✓ Support after the training to ensure your continued success.



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## PowerPoint Tips for Webinars

MAKE SURE YOUR WEBINAR CONTENT WORKS RIGHT EVERY TIME.



The presentation looks good on your computer screen but are you sure that it will display as intended on your webinar platform?

We've spent many hours fixing other people's PowerPoint files.

In this two hour class, you will learn from our experience how to optimize your slide deck to run well in a virtual meeting and avoid often neglected areas during the slide creation process.

- Pictures & images
  - Types to use
  - File size and compression schemes
  - Object alignment and layering
- Slide Masters – They're kinda like The Force, it binds all things together.
- Fonts & Text
  - Hard spacing
  - Auto alignment and tabular settings
  - Kerning
  - Character spacing
  - Paste As vs pasting
- Animation & Transitions
  - What works, what doesn't and work-a-rounds



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## PowerPoint Tips for Webinars

MAKE SURE YOUR WEBINAR CONTENT WORKS RIGHT EVERY TIME.



# IS YOUR CONTENT ENGAGING ?



Are you planning to use ordinary slides from another presentation you've done in the past? Learn why successful webinar content is different.

Have a plan before you've opened up registration and gotten a few hundred registrants!

In this two-hour class, you will learn how to :

- Use brain science to create better webinars
- Create engaging content
- Share materials and demonstrate applications
- Use breakout sessions
- Create activities that appeal to various learning methods:
  - Diagrams
  - Fill in the Blank
  - 70:20:10 Model
- Use visuals and text (and how NOT to)
- Consider generational and cultural differences
- Use progress indicators and other visual markers
- Leverage the Rule of 3
- Evaluate your effectiveness

## Testimonials

“We want to give special thanks to Jason Klees, who has been our pedagogical consultant and webinar producer over the years. His “outsider’s” perspective to our material has sharpened it significantly!” - Mark R. Teasdale, Professor of Evangelism at Garrett-Evangelical Theological Seminary

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## Creating Content for Webinars

MAKE SURE YOUR WEBINAR CONTENT IS ENGAGING AND INFORMATIVE

# IS YOUR CONTENT ENGAGING ?

- ✓ Create a webinar people actually enjoy attending!
- ✓ Save precious time – learn various activities you can use today.
- ✓ Get superior results with personalized training.
- ✓ Create cohesive materials that extended your brand - not work against it.

- Pricing: \$149 per person
- Duration: One, two-hour session
- Terms: You will be invoiced at booking, prior to the training session(s) with payment due upon receipt. Please schedule at least four weeks in advance. Any cancellation received less than 10 business days before the start date will be subject to a 50% non-refundable cancellation fee. This fee will be waived if another training session is scheduled at time of cancellation.
- Recommended to have completed Effective Presentation Techniques within the last year.
- Class size is limited to enhance participant experience. Save when you book 10 or more seats.
- Participants receive an extensive reference guide, hands on practice, a planning template, and individualized coaching unique to their situation.

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## Creating Content for Webinars

MAKE SURE YOUR WEBINAR CONTENT IS ENGAGING  
AND INFORMATIVE



# Webinar Hosting Service

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Our professionals take the technical challenges off your hands and ensure a smooth experience for you and your audience.



# LET OUR SKILLED PROFESSIONALS IMPROVE YOUR RESULTS.



## ✓ Enhance your presentation content

Hire our professional facilitators, instructional designers, and visual artists to improve your content.

## ✓ Keep people engaged

Hire us to create highly interactive webinars and virtual meetings.

## ✓ Get your point across

Hire us to handle all of the technical aspects so you can focus on the smooth, seamless delivery of your presentation.



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SERVICES,  
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## Hosting Services

A SUCCESSFUL WEBINAR REQUIRES MORE THAN A GOOD PRESENTER...



**We do hundreds of webinars a year – hire us to do yours.**

Our skilled professionals will take the headache of technical aspects off your hands - so you can focus on the smooth, seamless delivery of your presentation.

We arrive early, prepare your virtual room, welcome attendees to the event, work behind the scenes with attendees on any technical issues, execute any polling or surveys you may have, and provide you a recording and attendance report afterwards.

We work with your Presenter to provide tips on making the presentation even better and preview your content to check for displaying errors.

### Services:

#### Before The Event:

- Create the event session(s) & registration page
- Set the options and parameters
- Preview presentation materials
- Send invitations and reminders to participants
- Resolve technical issues for participants
- Run through rehearsal with presenter(s)

#### During the Event:

- Welcome the attendees and introduce the presenter
- Share the presentation materials
- Assist attendees & presenter w/ technology issues
- Conduct polling and Q&A
- Run breakout sessions (if applicable)
- Save documents / polling results

#### After the Event:

- Provide registration, attendance & contact information
- Provide reporting detailing show rate, and location information
- Provide recording of the event



# LET OUR SKILLED PROFESSIONALS DO IT FOR YOU.



**Us:**

Pricing: \$100/hr

Price = \$\$\$ Service = ★★★★★

Compare our value!

A one-hour webinar typically requires up to four hours of support. We include the stuff they don't as part of our service!

Need more support – including multiple webinars, monthly pricing, site administration?

Do you need content design, presenter coaching, or training for your staff ?

Yes, we do that! Contact us regarding your needs.



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## Hosting Services

A SUCCESSFUL WEBINAR REQUIRES MORE THAN A GOOD PRESENTER...

**Them:**

They charge more, but provide less:

WebEx Event Premium Assist Service:

Price = \$\$\$\$\$ Service = ★★★★★

\$1199 (up to 6.5 hrs of support = \$184.46/hr at last publically published rate)

<https://collaborationhelp.cisco.com/article/en-us/nbu7a5q>

WebEx Assist Services:

Price = \$\$\$\$ Service = ★★★

\$349 (up to two hours of support = \$174.50/hr)

- No support for the registration process
- No tech support prior to webinar
- No support for attendance or session reporting
- No presenter coaching

Maestro Conferencing

Price = \$\$\$ Service = ★★★

\$150/ hr (+ additional fees)

<http://maestroconference.com/services/>

- Rehearsal additional
- Planning and design additional

Contact us to discuss your needs!





# 7 reasons to use a webinar producer

1. Set up: A webinar producer can set up the webinar room appropriately, configuring the audio options and settings for participants.
2. Rehearsal and presenter coaching: A producer can be responsible for setting up the webinar rehearsal with the speaker and other panelists to run through the event flow as well as coach the presenter on how to use the webinar platform. This would include ensuring the presenter has the appropriate audio and computer equipment, and testing the quality of this equipment during the rehearsal and making recommendations.
3. Pre-conference prep: From setting up the event registration to communicating the technical requirements to attendees and all the communication in between.
4. Webinar event management: From a kick off intro, to audio and other technical issues, the producer handles these - meaning the presenter can do what they do best, present their material.
5. Moderation: The producer can double as a moderator if needed, and field audience questions leaving the presenter and panelist to just focus on presentation excellence.
6. Closing out the webinar: In the same way that the producer got things started, the producer can wrap things up. This includes stopping the recording and ending the meeting. If planned, the producer can also push out a survey to attendees before ending the meeting or upon the close of the meeting.
7. Post webinar: Send the recording, registration & attendance info, and the Q&A log to the presenter and follow up to any audience technical issues after the event.

**Bottom Line:** We're not only skilled technology experts, but skilled facilitators, instructors, and consultants. We understand what a presenter does and support you in a way to ensure you can do what you do best!



# Content Design Service

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# Do you plan to bore them? Not if you use us.

## What's your plan?

- Are you going to bore them with a bunch of slides?
- Are you taking your existing in person materials and hoping they work?

## Our service:

- Uses brain science to create better webinars
- Creates engaging content
- Facilitates sharing materials and demonstrating applications
- Creates activities that appeal to various learning styles
- Optimizes visuals and text
- Considers generational and cultural differences

## Testimonial

“We want to give special thanks to Jason Klees, who has been our pedagogical consultant and webinar producer over the years. His “outsider’s” perspective to our material has sharpened it significantly!” - Mark R. Teasdale, Professor of Evangelism at Garrett Evangelical Theological Seminary

## Content Design Service

MAKE SURE YOUR WEBINAR CONTENT  
IS ENGAGING AND INFORMATIVE



MyWebMeetings.com



# Do you plan to bore them?

- ✓ Create a webinar people actually enjoy attending!
- ✓ Save precious time – benefit from our experience
- ✓ Create cohesive materials that extended your brand - not work against it.

## Pricing: Dependent on scope

- Call us for a free one-hour consultation where we'll discover what your needs are and where improvements can be made.
- Design service is best paired with our hosting service where we will provide a webinar producer during your webinar(s).
- We handle all the content conversion. Send us your tired, your weak, PowerPoint slides or other materials yearning to be set free!
- We use instructional system design methods to increase the interaction and memory retention of your content. Our methods appeal to several learning styles and across generations.

## Content Design Service

MAKE SURE YOUR WEBINAR CONTENT IS ENGAGING AND INFORMATIVE



MyWebMeetings.com



# Value Added Results

## ***How do we add value?***

Broadly speaking there are two types of vendors – those who execute tasks so they can deliver cheaply, and those who get to know you so they can anticipate your needs and make your life easier. Neither are wrong, but there is a *BIG* difference.

We get to know you, your language, your customers, your motivators and work intimately with you to deliver results.

Because hiring a fraction of a team of specialists with deep experience makes more sense than trying to develop an equivalent expertise in-house.

